

## **Mayor's Office of Constituent Services**

### **Internship Program**

#### **Job Description**

**Objective Goal:** *To educate an intern as to the many facets of City government while equipping them with knowledge of each departments' operational processes which will further ensure proper information is relayed to individuals calling or visiting the Mayor's Office of Constituent Services*

*We value our interns and go the extra mile to make sure you receive a learning experience that fits your career goal while helping you build effective working relationships with executives in City government. You will become extremely knowledgeable of the delivery of City services and special projects geared towards strengthening a sense of community with our constituents. You will also learn how to work in a professional environment and have ample opportunity to network with inner-department leaders and other professionals who share in this department's goals.*

#### **What you will perform:**

- Assist with planning and facilitating seasonal special projects (ie: Community Project Day, Adopt-A-Block, Community Clean Ups, Scholarship Awards, Thanksgiving Basket Give-away, Annual Senior Ball, Christmas Toy Drive, United Way Campaign)
- Create innovative strategies for marketing and soliciting corporate sponsorships
- Networking with community organizations to provide resource information for outside services
- Attend planning and development meetings
- Enter information on broken meter spread sheet
- Compose correspondence as directed by supervisor
- Assist with items distributed by the department (lawn/leaf bags, fans, no loitering signs, etc)
- Process graffiti removal requests
- Routine administrative tasks to provide office assistance to staff
- Answer calls and retrieve messages from multi-line telephone system & direct calls to appropriate staff or department
- Mail distribution (incoming/outgoing)
- Facsimile operations (incoming/outgoing)
- Utilize copy machine as directed
- Light filing
- Maintain conference room schedule

#### **What we require:**

- Professional demeanor while working under pressure
- Excellent customer service skills (in person and via telephone)
- Basic knowledge of Microsoft programs
- Working knowledge of operating general office equipment
- Proofreading, grammar and punctuation proficiency
- Creativity and flexibility
- Ability to lift up to 25 pounds